C-A OPERATIONS PROCEDURES MANUAL

1.23   Staff Working Hours and On-Call Hours

Text Pages 2 through 3

<u>Hand</u> <u>Processed</u> <u>Changes</u>

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Approved: _____*Signature on File*_____ _____
Collider-Accelerator Department Chairman   Date

R.Karol

1.23   Staff Working Hours and On-Call Hours

1.   Purpose

This procedure provides guidance to prevent excessive working hours. The safety of the staff and environment and the continuity of the program depend upon jobs being performed at adequate levels.

2.   Responsibilities

2.1   Work Planners, Technical Supervisors, Group Leaders or higher management shall approve working extended hours after evaluating the situation with the affected workers, and making judgments on the potential safety impacts of continuing the work.

2.2   Technicians shall respond for system problems occurring during non-scheduled hours according to prescribed call-in protocols developed by each responsible group.

2.3   Engineers respond to emergency situations, alarms, or occurrence in an appropriate manner.

2.4   Individuals shall not respond to call-in or continue to work when they are not fit for duty.

2.5   Workers listed on an approved work group's call-in list shall inform the caller if they are not able to respond to BNL because of illness, lack of sleep, etc. They are responsible for their own safety in these situations.

3.   Prerequisites

None

4.   Precautions

4.1   Research on extended working hours indicates that the performance of individuals will degrade without adequate rest after long periods of work. Fatigue can degrade an individual's ability to rapidly process complex information and jeopardize the ability to respond in a timely fashion. In addition, performance errors are more likely to occur as a result of lapses in short-term memory. Management recognizes these risks and must carefully control excessive working hours to ensure a safe workplace.

4.2   Work Planners, Technical Supervisor, Group Leaders, or higher management, shall consider hazardous weather conditions (e.g. snow) when calling in staff for work.

5. **Procedure**

The objective is a nominal 8-hour day, 40-hour work week for non-shift workers. Shift worker's schedules and call-in lists are pre-approved by each Technical Supervisor or Group Leader. In the event that unforeseen problems require substantial amount of work beyond normal hours for maintenance, repair or operations on a temporary basis, the following guidelines shall be used for all C-AD staff:

5.1 An individual should not be expected to work more than 16 hours straight.

    5.1.1 If an individual is at a work station, ensure he/she takes posture breaks and exercise hands, arms, and shoulders (at least every two hours).

5.2 An individual is not expected to work more than 16 total-duty hours in any 24-hour period, nor more than 24 total-duty hours in any 48-hour period, nor more than 72 total-duty hours in any 7-day period. Exceptions apply to shift-workers on set, approved, rotating shifts.

5.3 A break of at least eight hours should be allowed between work periods.

5.4 Except during necessary maintenance or repairs, the use of extended hours should be considered on an individual basis and not for the entire group/section involved with the activity.

5.5 Recognizing that unusual circumstances may arise, requiring deviation from these guidelines, such deviation shall be authorized by a Work Planner, Technical Supervisor, Group Leader or higher level of C-AD Management. The important consideration in such authorizations shall be that the individual's effectiveness to perform safe and effective work is assured. Discussion with the involved individuals shall take place to obtain their input in the approval process.

5.6 On-Call Hours

    5.6.1 On-call from home is defined as calls taken from outside BNL.

    5.6.2 Workers on-call from home are listed on an approved call-in list prepared by the appropriate Work Planner, Technical Supervisor or higher management. These lists help distribute the working hours among the group's staff as best as possible.

6.   <u>Documentation</u>

None

7.   <u>References</u>

7.1   **<u>Guidelines for Office Ergonomics</u>**

7.2   **<u>Supervisors Personnel Manual: 8.0 Shift Schedules and Policies</u>**

8.   <u>Attachments</u>

None